



February 21, 2007

Subject: **ADDENDUM #1 to RFP #4130-161 PMSS – CWS/CMS New System
Project Management Support Services**

To: **ALL INTERESTED BIDDERS**

The State of California is issuing an Addendum #1 for the mentioned above RFP to remove and replace pages that include clarifications and changes which are highlighted in yellow.

RFP Section	Sub-Section	Action
Table of Contents		<ul style="list-style-type: none">Remove and replace Pages ii, iii and ivUpdate for heading corrections
1.8 Key Action Dates	Table 1 – Key Action Dates	<ul style="list-style-type: none">Remove and replace Page 8All Key Action Date changes, additions, and deletions are highlighted in yellow.
5.2.4 Project Team Organization	First full paragraph	<ul style="list-style-type: none">Remove and replace Page 35.Changed the number of years within which the past experience qualifies from 10 years to 12 years.Now requiring month, day and year on resumes, Exhibit P, for each individual involvement
5.2.4 Project Team Organization	a. Required Resumes	<ul style="list-style-type: none">Remove and replace Page 35.Modified “Key Personnel to be dedicated full time” to the identification of resource rolesRequired Project Manager and Fiscal/Administrative Analyst roles to be fully dedicated.Defined resource roles
5.3.3.1 DVBE Program Requirement		<ul style="list-style-type: none">Remove and replace Page 39Include STD 843 DVBE Declaration
5.3.3.2 The DVBE Incentive Program		<ul style="list-style-type: none">Remove and replace Page 40Include STD 843 DVBE Declaration
6.1 Statement of Work/Contract		<ul style="list-style-type: none">Remove and replace Page 44Remove Alternative Protest Language (already in Exhibit V, Alternative Protest Regulations)

6.2 Past Performance References		<ul style="list-style-type: none"> Remove and replace Pages 44 and 45 Reorganize this section and add clarification to the corresponding Exhibit O (See Exhibit O below)
6.4 Task Groups		<ul style="list-style-type: none"> Remove and replace Page 45 Correct section numbers of Task Groups
6.6 Contractor Deliverable Formats		<ul style="list-style-type: none"> Remove and replace Page 46 Change reference to Microsoft Office and Project and Visio from 2002 to 2003
6.8 Deliverables Completion Schedule	Table 2 – Deliverables Completion Schedule	<ul style="list-style-type: none"> Remove and replace page 52 Correct Completion Date for 6.7.1.5 from “end of project” to “end of contract” Change Completion Date for Tasks 6.7.2.2, 6.7.2.3, 6.7.2.4, 6.7.2.5, 6.7.2.6 and 6.7.2.7 to Report monthly.
6.9 Mandatory Staffing Requirements Detail		<ul style="list-style-type: none"> Remove and replace Page 54 Modify Staffing Requirement #1. Modify Staffing Requirement #4 Modify Staffing Requirement #5 Modify Staffing Requirement #7
6.9.1 Resource Plan		<ul style="list-style-type: none"> Remove and replace Page 55 Restate the requirement that Project Manager and Fiscal/Administrative Analyst roles to be fully dedicated Clarify requirement of Staffing Plan Correct Proposal Item #s
6.9.2 Team Skill Cross Reference		<ul style="list-style-type: none"> Remove and replace Page 56 Spelled out the acronym KSA
6.9.2 Team Skill Cross Reference	Table 3 – Team Skill Cross Reference	<ul style="list-style-type: none"> Remove and replace Page 57 Correct title of the table Modify Staffing Requirement #1. Modify Staffing Requirement #4 Modify Staffing Requirement #5 Modify Staffing Requirement #7
7.3 Cost Summary Table		<ul style="list-style-type: none"> Remove and replace Page 60 Correct Proposal Item #
7.4 Un-anticipated Tasks		<ul style="list-style-type: none"> Remove and replace Page 60 Correct section title
8.1.1 Bid Format and Number of Copies		<ul style="list-style-type: none"> Remove and replace Page 61 Change reference to Microsoft Office from 2002 to 2003
8.2 Proposal Items by Volumes 8.2.1, .2, 3 and 4	Volumes 1, 2, 3 and 4	<ul style="list-style-type: none"> Remove and replace Pages 61 and 62 Ask for tabs at the volume level Correct items in list
8.3 Proposal Items by Volumes	Table 4 – Proposal Response Cross Reference Checklist	<ul style="list-style-type: none"> Remove and replace Pages 63 and 64 Correct Content Requirements items

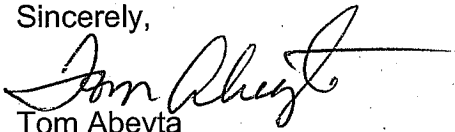
9. Proposal Evaluation	Table 5 – Summary of RFP Scoring	<ul style="list-style-type: none"> Remove and replace entire section; same action for each sub-section below. Delete language referring to the exception to the numerical scoring for Staff Experience. Change Staff Experience to Numerical. Adjust maximum points for new scoring methodology; see following sub-sections.
9.1 Administrative Requirements	Table 6 – Pass/Fail Administrative Requirements	<ul style="list-style-type: none"> Delete the word “complete” from first requirement; completeness is covered in next requirements.
9.2 Staffing Experience	Table 7 – Key Personnel Roles Requirements Table 8 – Sample of Point Award for Key Personnel Roles Requirements	<ul style="list-style-type: none"> Remove and replace page Add Table 7 with the following: <ul style="list-style-type: none"> Add 15 points to be awarded for meeting minimum staffing requirement, Add graduated scale of points (20, 25, and 30) awarded for years of experience in excess of the minimum, and Add instruction to Bidder that if more than one person is offered for a role, points will be awarded for only the one proposed staff with the most experience. Add Table 8 with a sample of how Staff Experience maybe awarded.
9.3 Past Performance References		<ul style="list-style-type: none"> Because the total points for available for Past Performance has been reduced, a scoring formula was developed that matches the new maximum points and the points available on to the Past Performance Reference Form.
9.4 Technical Requirements		<ul style="list-style-type: none"> Add Technical Requirements scoring factor of 180 points Add Table 9 for Maximum Number of Points for Task Groups Add Table 10 as a Guideline for Scoring the Technical Requirements
9.5 Cost		<ul style="list-style-type: none"> Remove and replace page 67 Cost section was renumbered from 9.4 to 9.5 to accommodate an additional scoring factor

9.6 Preference Programs	<p>Table 12 – Confirmed DVBE Participation Incentive</p> <p>Example 1 – DVBE Incentive Calculation</p> <p>Example 2 – Bidder Points with Incentives applied – Small Business</p>	<ul style="list-style-type: none"> ▪ Remove and replace page 68 ▪ Table 12 updated to reflect adjustments to DVBE Incentive ▪ Adjust DVBE Incentive of 9% to 7% for Confirmed DVBE Participation of 3% ▪ Adjust DVBE Incentive of 6% to 5% for Confirmed DVBE Participation of 2% or more but less than 3% ▪ Adjust Incentive of 9% to 7% ▪ Adjust total from 35.1 to 27.3 for Confirmed DVBE Participation of 3% ▪ Remove and replace page 69 ▪ Adjust DVBE Incentive points for Bidder a from 9 to 11.7 ▪ Adjust DVBE Incentive points for Bidder B from 30 to 39 ▪ Adjust total score for Bidder A from 528 to 531.7 ▪ Adjust total score for Bidder B from 525 to 539
Exhibit A – STD 213		<ul style="list-style-type: none"> ▪ Remove and replace Page 70 and 71 ▪ Page 71 now intentionally blank. ▪ Remove Alternative Protest Language (already in Exhibit V, Alternative Protest Regulations) ▪ Remove reference to Information Technology Maintenance Special Provision (does not apply to this procurement). ▪ Renumber attachments
Exhibit A – Attachment 2 (page 81)		<ul style="list-style-type: none"> ▪ Correction to Item #40 <ul style="list-style-type: none"> ○ Add, “federal government or their” ○ Change “representative” to “representatives”
Exhibit J – DVBE Participation Program Compliance Options		<ul style="list-style-type: none"> ▪ Remove and replace Page 93 ▪ Change “sign” to “submit” for GSPD-05-105 ▪ Add information regarding the STD 843
Exhibit O – Past Performance Reference		<ul style="list-style-type: none"> ▪ Remove and replace Page 98 ▪ Add clarification on Exhibit O for: <ul style="list-style-type: none"> ○ Section 1, Item A., Add line for Project Cost ○ Section 1, Item A., Change “Original” to “Bidders Original” ○ Section 1, Item B., Added Item B to clarify that section only needs to be completed IF the proposed contractor staff were part of that reference. ○ Section 1, Item B., Clarify which Contractor Staff shall be listed on the exhibit ○ Section 1, Item B., Change Item B to Item C, project description ○ Section 1, Item C., Change Item C to Item D, services provided.
Exhibit P – Staff Resume Format		<ul style="list-style-type: none"> ▪ Remove and replace Page 105 and 106 ▪ Added space for month, day and year for Individual Involvement ▪ Correct reference to KSA table ▪ Reference Section 6.9 in System size/complexity

Exhibit S – Resource and Cost Plan		<ul style="list-style-type: none">▪ Remove and replace Page 110▪ Add language about expanding the table and converting to an electronic spreadsheet▪ Add title to column for Role▪ Add place for Plan Date▪ Clarify calculation of cost for Un-Anticipated Tasks
Exhibit T – Cost Summary		<ul style="list-style-type: none">▪ Remove and replace Page 111▪ Correct exhibit reference▪ Add column for fiscal year 2011/12

All other terms and conditions shall remain the same. The State appreciates all the time and effort bidders have spent in preparing their proposal response and looks forward to final proposal responses. If you have questions regarding this addendum, please contact me.

Sincerely,



Tom Abeyta
Procurement Official
DGS, Procurement Division
(916) 375-4491

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Table 1. Key Action Dates

Key Action	Date	Time
1. Release of RFP	12/6/06	
2. Last day for Bidders to submit questions prior to Letter of Intent to Bid	12/13/06	5:00 p.m.
3. Publish response to questions (Q&A Set #1)	12/20/06	
4. Last day for Bidder to submit Letter of Intent to Bid, Statement of Experience and Financial Condition, and Confidentiality Statement	12/22/06	5:00 p.m.
5. Draft Proposals due	1/4/07	5:00 p.m.
6. Conduct Confidential Discussions	1/16-19/07	
7. Last day for Bidders to submit questions prior to Final Proposal due	1/26/07	5:00 p.m.
8. Publish response to questions (Q&A Set #2)	2/5/07	
9. Last days for Bidders to submit questions prior to Final Proposal due (added per Addendum #1)	2/27/07	4:00 p.m.
10. Publish response to questions (Q&A Set #3)(added per Addendum #1)	3/2/07	
11. Last day to request changes to the RFP	3/6/07	4:00 p.m.
12. Last day for Requirements (Initial) Protest	3/12/07	4:00 p.m.
13. Final Proposals due	3/16/07	5:00 p.m.
14. Conduct Proposal Evaluations	3/19 – 3/23/07	
15. Deleted per addendum #1		
16. Conduct Public Cost Envelope Opening	3/30/07	
17. Complete Proposal evaluation	4/2 – 4/6/07	
18. Publish Notice of Intent to Award	4/17/07	
19. Last day for Bidders to protest the award	4/18/07	4:00 p.m.
20. Anticipated Contract award	6/01/07	
21. Services commence pending Federal Partner Approval		

1.9 Compliance with the Americans with Disabilities Act

This procurement is being conducted in full compliance with the terms of the Americans with Disabilities Act (ADA). Refer to Exhibit B – ADA NOTICE.

1.10 Participating Bidders

This procurement will be conducted using the Alternative Protest process that is fully described in Section 2 - Rules Governing Competition, and the procurement will use the following bidding steps:

1. Letter of Intent to Bid, Statement of Experience and Financial Condition, and Signed Confidentiality Statement
2. Draft Proposal

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capabilities. All referenced work used to meet the requirements must have been performed within the past **twelve (12) years**.

When proposing staff to the work on this RFP, the month, day and year are required on the Staff Resume Format (Exhibit P) for the dates of each individual involvement. The Contractor must respond with minimum years for a staffing requirement based on Full Time Equivalent (FTE). For example, if a proposed resource worked for one (1) year on a project at 50% of the time, six (6) months of experience would be accrued for the project. No more than 100% will be accrued for any given time period (i.e., a proposed resource cannot be credited for 75% on one project and 50% on another project for the same time period). The FTE of six (6) full calendar months and just short of nine (9) full calendar months would be ½ year.

The Bidder agrees that the State has the right to approve or reject replacement project team members.

a. Required Resumes

Resumes shall be included for all personnel proposed for any task or deliverable or any part of a task or deliverable, including any proposed subcontractor staff. Contractor is required to provide resumes meeting the requirements as listed in Section 6.9, Mandatory Staffing Requirements, for personnel for the term of this contract to perform the roles listed below. Contractor may propose more than one resource for the roles listed below. In addition, the Project Manager and Fiscal/Administrative Analyst roles will be fully dedicated for the duration of the contract.

- **Senior Project Manager** - The Senior Project Manager role will act as an assistant to the New System Project Manager and support the most complex planning and management areas, providing recommendations and assisting the New System Project Manager with the highest-level executive interactions and risk and issue mitigation.
- **Project Manager** - The Project Manager role will develop, track and monitor the work plan, establish and implement project management standards and processes, and lead the development of all financial and management portions of deliverables.
- **Technical Lead** - The Technical Lead role will work to conduct analysis and provide expertise regarding all technical requirements and aspects of the project. The consultant will be responsible for the technical portions of all project deliverables. This role will also be responsible for identifying, documenting and assessing technical issues as well as supporting risk identification and mitigation.
- **Fiscal/Administrative Analyst** - The Fiscal/Administrative Analyst role will assist with work plan development and maintenance, tracking of issues and risks, development of deliverable standards and templates, editing and production of all project deliverables, project cost accounting, and preparation of financial-related sections of key deliverables.

b. Bidder Project Team Changes

Before the start of the Contract, the State recognizes that an unusual circumstance may result in the change of a proposed Key Personnel staff member identified in the Bidder's proposal. When the Contract is executed, the Bidder may substitute staff personnel who are different from those offered at the time of bid submission ONLY if such substitute personnel have equivalent skills and experience. The Bidder must submit in writing the reason for the change and provide a resume and references for the substitute personnel. The State will either approve or reject the substitution. If the substitution is rejected and a qualified substitute is not provided, the Contractor will be in default under the terms of the contracts.

After the start of the project, the State recognizes that a resignation or other such event may cause Key Personnel not to be available to the Bidder. If this should occur, the Bidder must agree that the State has

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Homepage: <http://www.pd.dgs.ca.gov/smbus>

24-hour information and document request system: (916) 322-5060

Receptionist: (916) 375-4940 Fax: (916) 375-4950

For this procurement, the State has a DVBE goal of three percent (3%) of the total contract dollar value as listed for each contract.

NOTE: If the Bidder Declaration (GSPD-05-105) shows participation of less than three percent (3%), a Good Faith Effort must be documented.

A copy of Std. 840 Documentation of Disabled Veteran Business Enterprise Program Requirements, **STD 843 DBVE Declaration**, and GSPD-05-105 Bidder Declaration must be included in Volume 1 in the Draft and Final Proposals.

Failure to comply with the DVBE participation requirement may cause your bid to be considered non-responsive and ineligible for Contract award. To meet the DVBE participation requirement the Bidder must do at least one of the following: A) Meet the Contract goal of three (3) percent of the total Contract dollar value; B) Provide documentation as prescribed to show that the Bidder has made a "Good Faith Effort"; or C) Provide evidence that the Bidder has an approved DVBE Utilization Plan with DGS Department of General Services, Procurement Division.

NOTE: From <http://www.pd.dgs.ca.gov/smbus>, in Option B, Good Faith Effort, Step 3, advertisement(s) must be published at least 14 days prior to the Final Proposal submission date for a period of fourteen (14) days. It is acceptable to advertise in just one trade or DVBE paper if it fulfills both trade and focus requirements as defined in California Code of Regulations, Title 2, Section 1896.61(k), in which case one (1) ad is acceptable. Please see the DVBE Resource Packet for a list of acceptable publications.

If the Bidder Declaration (GSPD-05-105) claims to meet the DVBE goal, the Bidder shall identify a percentage figure of three percent (3%) or more representing the rate of participation rather than an actual dollar figure. No actual dollar figures should appear on the Bidder Declaration. IF THE DRAFT PROPOSAL IS SUBMITTED CONTAINING ANY DOLLAR FIGURES, THE BIDDER'S DRAFT PROPOSAL SHALL BE REJECTED AND THE BIDDER PROHIBITED FROM FURTHER PARTICIPATION IN THIS PROCUREMENT.

Bidder must agree to provide notification to DVBE Subcontractors immediately after an award is announced by the State.

Proposal Item 15: Bidder's Draft and Final proposals must contain a statement agreeing to provide notification to subcontractors,

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including DVBE contractors, immediately after an award is announced by the State.

5.3.3.2 The DVBE Incentive Program

In accordance with Section 999.5(a) of the Military and Veterans Code, an incentive will be given to bidders who provide Disabled Veteran Business Enterprise (DVBE) participation. For contract award evaluation purposes only, the State shall apply an incentive to such proposals (GSPD-05-105). The incentive amount for awards is based on the amount of DVBE participation obtained. The incentive is only given to those Bidders who are responsive to the DVBE Program Requirement and propose DVBE participation in the resulting contract. See Section 9, Proposal Evaluation, for details on application of the incentive during proposal evaluation.

If the Bidder proposes to use a DVBE firm(s) to meet, exceed or partially meet the DVBE goal, the Bidder must complete the STD. 840, STD. 843, and Bidder Declaration (GSPD-05-105) to be eligible to receive this DVBE incentive benefit. This form allows the Bidder to identify all subcontractors and indicate whether the Bidder or any subcontractors are a DVBE and for DVBE subcontractors, their proposed contract function and the corresponding percentage of participation.

Proposal Item 15.1: Bidder's Draft and Final Proposals must contain a copy of its DVBE participation forms per instructions listed above and in Exhibit J. Inclusion of cost data in the Draft Proposal or in Volume 1 – Administrative Responses of the Final Bid, may deem the bid non-responsive.

5.3.4 **TACPA, LAMBRA and EZA Preferences**

The Target Area Contract Preference Act (TACPA), Local Agency Military Base Recovery Act (LAMBRA), and Enterprise Zone Act (EZA) preferences will be granted for this procurement. Bidders wishing to take advantage of these preferences will need to review the following websites and submit the appropriate response with the Draft and Final Proposals:

<http://www.pd.dgs.ca.gov/edip/tacpa.htm>

<http://www.pd.dgs.ca.gov/edip/eza.htm>

<http://www.pd.dgs.ca.gov/edip/lambra.htm>

<http://www.documents.dgs.ca.gov/pd/modellang/mfgsum-1001.pdf>

<http://www.documents.dgs.ca.gov/pd/edip/bidsum1001.pdf>

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6. **FUNCTIONAL AND TECHNICAL REQUIREMENTS**

6.1 **Statement of Work/Contract**

The contract for this SOW includes the content of this SOW and the following two (2) documents:

- CWS/CMS NS PMSS Contract Provisions, and
- Personal Services Special Provisions (1/23/03).

*Proposal Item 20: Bidder's Draft Proposal and Final Proposal must contain a completed and signed **STD 213 (Exhibit A), Standard Agreement**.*

NOTE TO BIDDERS: Do not include any costs on the DGS Form 213.

6.2 **Past Performance References**

The purpose of the Past Performance Reference requirement is to provide the State the ability to verify the claims made in the proposal by the Bidder and to assess the Bidder's prior record and team experience in providing similar or relevant services to other organizations. Bidders are advised that this is a critical portion of the evaluation and selection process.

Three (3) references must be submitted for this requirement. However, the Bidder may submit up to five (5) references. Each Past Performance Reference submitted shall be for Bidder work completed within the last **ten years**. Bidders must include one Past Performance Reference for a large-scale software integration project with a total cost of at least \$50 million, as indicated in Section 1, Item A, Bidder's Original Contract Value, of Exhibit O - Past Performance Reference, for system planning through system implementation activities. All references must include the name of a primary and a secondary contact, current telephone numbers for each, current customer address, current customer e-mail addresses, period of performance, a brief description of the project and a brief description of the services provided by the bidder.

The description of the project, in Section 1, Item C, of Exhibit O, must be informative enough to permit the State to assess the similarity of those projects to the work anticipated in the Contract resulting from this procurement. The description of the services provided, in Section 1, Item D, of Exhibit O, must be informative enough to permit the State to assess the similarity of services. Should Bidders propose in its response to this RFP any staff that also performed work on the engagement for the entity being used as a past performance reference, they must complete Item B of Section I of Exhibit O, Contractor Staff's Data Table, with each applicable staff member's name, role, and engagements beginning and end dates

The State provides Bidders with one copy of the Past Performance Reference form, Exhibit O, to duplicate and distribute. For the Draft Proposal, the Bidder must include a completed Section I of the Past Performance Reference for each intended reference. For the Final Proposal, the Bidder is responsible for distributing Sections I and II of the Past Performance Reference, **Exhibit O**, to each customer reference,

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obtaining completed and signed responses from the customer references, and submitting the completed and signed responses.

It is the Bidder's responsibility to ensure that each customer reference is aware that they will be receiving a Past Performance Reference form for prior work and that the customer reference understands the process for completing and signing the form. It is also the Bidder's responsibility to notify the customer reference that the State will be contacting the primary and/or secondary customer contact to verify the customer responses on the Past Performance Reference.

All references will be evaluated and the three (3) highest scored references will be used for evaluation.

During the evaluation and selection process, the State will make three (3) attempts to contact each customer reference by telephone to verify the information on the Past Performance Reference, during State business hours of 8:00 a.m. to 5:00 p.m. PST where contact is made (e.g. contact with an individual or a voice mail message is left). If the State is unsuccessful in contacting a minimum of three (3) of the Past Performance References, the bid may be considered non-responsive. If the evaluation team discovers any negative comments on a Past Performance Reference form or during a customer reference contact, the Bidder may be asked to provide an explanation of the situation and circumstances in writing. Bidders are advised that if such explanations are requested of and provided by the Bidder, the submitted explanations may or may not remove or mitigate the concerns of the State's evaluation team. The information contained in the Past Performance References may be used by the State in determining the suitability, acceptability or risk associated with the Bidder's proposal.

Proposal Item 21: Bidders' Draft Proposal must contain completed Section I of the Past Performance References (Exhibit O) for each intended customer reference; Minimum of three (3) and maximum of five (5). Bidders' Final Proposal must contain a minimum of three (3) Past Performance References with Sections I and II completed and signed in accordance with requirements above.

6.3 Contract Task Overview

The Contractor will provide project management processes, tools, analysis, information and recommendations to State project and program managers who are responsible for making decisions and providing direction to project and program staff.

6.4 Task Groups

This SOW consists of the following Task Groups:

- Contractor Task Reporting and Management (6.7.1)
- Project Management Support (6.7.2)
- Un-anticipated Tasks (6.7.3)

Each Task Group consists of individual tasks, e.g. Contractor Task Management and Reporting (6.7.1) is a "Task Group" and Detailed Work Plan (6.7.1.1) is a "task".

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6.5 Contractor Use of Best Practices and Standards

Tasks and activities will be performed using OSI's "Best Practices" (available at www.bestpractices.cahwnet.gov) and the Project Management Institute's Guide to the Project Management Body of Knowledge (PMBOK) Third Edition.

All task due dates are described in Table 2 – Deliverables Completion Schedule.

6.6 Contractor Deliverable Formats

Unless explicitly stated otherwise, all deliverables must be provided in Microsoft Office 2003, Visio 2003 and/or Microsoft Project 2003 format in one hard copy and one electronic copy. A signed Deliverable Transmittal cover letter must accompany each deliverable. This applies to word processing documents, spreadsheets, schedules, presentations and databases. A signed Deliverable Transmittal cover letter must accompany each deliverable.

6.7 Task Requirements Details

6.7.1 Contractor Task Management and Reporting

The objective of this task is to successfully implement PMSS, under the direction of the New System Project Manager, hereafter referred to as the PM, successfully by meeting the business requirements and completing project milestones, including those activities required to plan and control the scope, schedule, staffing, and budget of all services provided in this SOW.

6.7.1.1 Detailed Work Plan

The Contractor shall develop, deliver and update as needed a detailed work plan for accomplishing the tasks identified in this SOW. This plan shall include timelines, milestones, resource requirements, tasks, deliverables and deliverables acceptance criteria to perform the tasks for this SOW.

6.7.1.2 Task Accomplishment Plan (TAP)

The Contractor shall develop and deliver a Task Accomplishment Plan (TAP), by Task Group and Tasks, for the activities in this SOW through the projected contract end date. The TAP documents the planned monthly expenditures, and will be updated whenever there is a change in pricing or spending plans. See Exhibit Q.

6.7.1.3 Project Management Briefings and Presentations

The Contractor shall conduct weekly project management briefings for the PM addressing risk assessment activities, schedule, findings and corrective action planning. The Contractor shall provide the NS PM with written agendas prior to the weekly briefing followed with written results of the briefings. The Contractor shall assist in preparations for project management presentations for the NS Project Team and Stakeholders.

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Task	Deliverable	Completion Date
6.7.1.5	Final Report	End of contract plus 20 State business days
Task Group 6.7.2 Project Management Services		
6.7.2.1	<ul style="list-style-type: none"> Master Project Management Plan (MPP) including the Master Project Schedule (MPS) and a plan for each of the following management areas: <ul style="list-style-type: none"> Integration Management Plan Scope Management Plan Time Management Plan Cost Management Plan Human Resource Management Plan Risk Management Plan Communications Management Plan Quality Management Plan Procurement Management Plan 	MPP and MPS due 60 State business days following contract award
6.7.2.2	Project Management Activities and Task Report	Report monthly
6.7.2.3	System Architecture Support and Task Report	Report monthly
6.7.2.4	System Development Support and Task Report	Report monthly
6.7.2.5	Project Process Improvement and Task Report	Report monthly
6.7.2.6	Current Project Documents Review and Task Report	Report monthly
6.7.2.7	Oversight Organizations and Control Agencies Support and Task Report	Report monthly

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6.9 *Mandatory Staffing Requirements Detail*

1. All proposed Contractor staff experience must have been performed within the past **twelve (12) years**.
2. The proposed Contractor Senior Project Manager shall be PMP certified and have a minimum of seven (7) years (full time equivalent, FTE) experience, providing PM services for large-scale software development/system integration projects, defined for this solicitation as system with a minimum of 50,000 daily transactions *and* with greater than 5,000 total users, with at least four (4) years of that experience in a lead capacity and have a bachelor's degree.
3. The proposed Contractor Project Manager shall be PMP certified and have a minimum of five (5) years FTE experience, providing PM services a for large-scale software development/system integration projects, defined for this solicitation as system with a minimum of 50,000 daily transactions *and* with greater than 5,000 total users, with at least two (2) years of that experience in a lead capacity and have a bachelor's degree.
4. **At least one Contractor staff has** a minimum of five (5) years FTE experience providing project management support services for large-scale software development/system integration projects, defined for this solicitation as system with a minimum of 50,000 daily transactions *and* with greater that 5,000 total users, including:
 - A minimum of four (4) years FTE experience advising IT projects in the acceptance and implementation of project management best practices based on one or more of the following, or suitable equivalent for project management, which must be reflected in the resume:
 - PMBOK
 - Institute of Electrical and Electronics Engineers (IEEE)
 - Software Engineering Institute (SEI)
 - Capability Maturity Model – Integrated (CMMI)
 - A suitable equivalent must be supported by Contractor documentation and is subject to State staff evaluation and approval.
5. At least one proposed Contractor staff has a minimum of three (3) years FTE experience advising IT projects in the processes and procedures necessary **during the planning and/or implementation phases** for the redevelopment of a large existing client-server application of a large-scale software development/system integration project, defined for this solicitation as a system with a minimum of 50,000 daily transactions, as a **web services architecture** application.
6. At least one proposed Contractor staff has a minimum of three (3) years FTE experience with a requirements and use case management tool.
7. At least one proposed Contractor staff has a minimum of four (4) years FTE experience within an IT environment performing **project cost accounting, and preparation of financial-related documents**, and analyzing, documenting and

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mitigating issues and recommendations from oversight organizations and control agencies, including :

- Internal processes (Software Systems Engineering V & V results, software vendor reports/correspondence, project documents, etc.)
- External processes (Independent Project Oversight Contractors (IPOC) and Independent Verification and Validation (IV&V) Contractors, State and federal requirements, etc).

6.9.1 Resource Plan (Bid Deliverable)

Complete Exhibit S, Resource and Cost Plan detailing by task the names, personnel role, and hourly rates for all personnel proposed to perform the roles as identified in Section 5.2.4, Project Team Organization, for this project. The Project Manager and Fiscal/Administrative Analyst will be fully dedicated for the duration of the contract. Expand the table if more than one staff will be assigned to an individual task.

Secondly, write a brief Staffing Plan that describes how the proposed resources (Contractor staff and subcontractor staff, if proposed) will ensure that all tasks will be completed on time and on budget throughout the life of the contract. Bidder also shall describe their method of maintaining continuity if resources are replaced during the contract period. For those tasks for which the Senior Project Manager or Project Manager are not proposed as one of the resources in Exhibit S, Resource and Cost Plan, the Staffing Plan must describe the approach to ensure that completion of the task and/or deliverable with in budget and schedule.

Submit resumes for all proposed staff, including proposed subcontractor staff, using the specific format in Exhibit P, Staff Resume Format.

Proposal Item 22 Bidders' **Draft** Proposal submissions must contain:

- A Resource and Cost Plan, with resources but **No Actual Dollars in Costs**, see Exhibit S
- A written Staffing Plan as described above
- Resumes for all proposed staff formatted according to Exhibit P

Proposal Item 22 Bidders' **Final** Proposal submissions must contain:

- A written Staffing Plan as described above
- Resumes for all proposed staff formatted according to Exhibit P

Note to Bidders: The Resource and Cost Plan submitted with a Draft Proposal shall not include costs; only resources.

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6.9.2 Team Skill Cross Reference (Bid Deliverable)

To document the traceability of Knowledge, Skills and Abilities (KSAs) to roles, complete Table 3 – Team Skill Cross Reference.

Proposal Item 23: Bidders' Draft and Final Proposal submissions must contain a completed Team Skill Cross Reference (Table 3) mapping proposed contract staff to the required knowledge, skills and abilities.

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Table 3. Team Skill Cross Reference

Knowledge, Skills and Abilities	Enter Staff Name(s)
1. All proposed contractor staff experience must have been performed within the past twelve (12) years.	
2. The proposed Senior Project Manager shall be PMP certified and have a minimum of seven (7) years (full time equivalent, FTE) experience, providing PM services for large-scale software development/system integration projects, defined for this solicitation as a system with a minimum of 50,000 daily transactions <i>and</i> with greater than 5,000 total users, with at least four (4) years of that experience in a lead capacity and have a bachelor's degree.	
3. The proposed Project manager shall be PMP certified and have a minimum of five (5) years FTE experience, providing PM services for a large-scale software development/system integration projects, defined for this solicitation as a system with a minimum of 50,000 daily transactions <i>and</i> with greater than 5,000 total users, with at least two (2) years of that experience in a lead capacity and have a bachelor's degree.	
4. At least one Contractor staff has a minimum of five (5) years FTE experience providing project management support services for large-scale software development/system integration projects, defined for this solicitation as a system with a minimum of 50,000 daily transactions <i>and</i> with greater than 5,000 total users, including: <ul style="list-style-type: none"> • A minimum of four (4) years FTE experience advising IT projects in the acceptance and implementation of project management best practices based on one or more of the following, or suitable equivalent for project management, which must be reflected in the resume: <ul style="list-style-type: none"> • PMBOK • Institute of Electrical and Electronics Engineers (IEEE) • Software Engineering Institute (SEI) • Capability Maturity Model – Integrated (CMMI) • A suitable equivalent must be supported by Contractor documentation and is subject to State staff evaluation and approval. 	
5. At least one proposed Contractor staff has a minimum of three (3) years FTE experience advising IT projects in the processes and procedures necessary during the planning and/or implementation phases for the redevelopment of a large existing client-server application of a large-scale software development/system integration project, defined for this solicitation as a system with a minimum of 50,000 daily transactions, as a web services architecture application.	
6. At least one proposed Contractor staff has a minimum of three (3) years FTE experience with a requirements and use case management tool.	
7. At least one proposed Contractor staff has a minimum of four (4) years FTE experience within an IT environment performing project cost accounting, and preparation of financial-related documents, and analyzing, documenting and mitigating issues and recommendations from oversight organizations and control agencies, including: <ul style="list-style-type: none"> • Internal processes (Software Systems Engineering Verification and Validation (V&V) results, software vendor reports/correspondence, project documents, etc.) • External processes (Independent Project Oversight Contractors (IPOC) and Independent IV&V and State and federal organizations and agencies, etc.) 	

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7. COST

7.1 **Fixed-Price Services and Deliverables**

This shall be a fixed price contract. All services and deliverables shall be cost at a fixed-price per item according to the requirements found in Section 6, Statement of Work.

7.2 **Resource and Cost Plan**

Proposed cost shall be detailed in the completed Resource and Cost Plan, Exhibit S.

*Proposal Item 25: Bidders' Final Proposal submission must contain a completed Exhibit S, Resource and Cost Plan spreadsheet in a sealed separate envelope labeled **Sealed Cost Data** per instructions in Section 8, Proposal Format and Content.*

7.3 **Cost Summary Table**

Proposed cost shall be summarized by State Fiscal Year (SFY) including optional years in the Summary Cost Table, Exhibit T.

Proposal Item 25 (continued): Bidders' Final Proposal submission must contain a completed Exhibit T, Summary Cost Table in the Sealed Cost Data envelope per instructions in Section 8, Proposal Format and Content.

7.4 **Un-anticipated Tasks**

Un-anticipated **Tasks** requested by the Contract Manager with a Work Authorization Form (Exhibit U) will be priced per service and/or deliverable at the time of the request. The Bidder's total un-anticipated task costs shall not exceed ten percent (10%) of the total proposed contract cost.

The Work Authorization Form for any Un-anticipated Tasks will require joint approval from the State and ACF prior to execution.

7.5 **Sealed Cost Data**

For submission of the Bidder's Final Proposal and per instructions in Section 8, Proposal Format and Content, enclose a completed Resource and Cost Plan and the Summary Cost Table in a separate sealed envelop labeled **Sealed Cost Data**.

NOTE TO BIDDERS: THE SEALED COST DATA ENVELOPE SHALL INCLUDE EXHIBITS S AND T.

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8. PROPOSAL FORMAT AND CONTENT

8.1 *Proposal Requirements*

8.1.1 Bid Format and Number of Copies

Submit five (5) hardcopies (one marked as the Master) and one (1) softcopy (in Microsoft Office 2003 format) of your response to the Procurement Official listed in Section 1.7, Procurement Division Official.

8.1.2 Due Date and Time

All bids must be received by the Procurement Division Official named in Section 1.7, Procurement Division Official, no later than the date and time specified in Section 1.8, Key Action Dates.

8.2 *Proposal Items by Volumes (tabbed at least at the volume level)*

8.2.1 Volume 1

- Cover Letter, signed
- Financial Interest Disclosure – Exhibit D
- Table of Contents
- Table 4. Proposal Response Cross Reference Checklist
- Executive Summary
- Certification to do Business in the State of California
- Bidder Responsibility as prime contractor
- Prior management of subcontractors
- Intent to use subcontractors
- Procedures for managing subcontractors
- Notice of Award to subcontractors
- Payee Data Record – Exhibit G
- Workers' Compensation Certification – Exhibit H
- Non-Discrimination Compliance Statement – Exhibit I

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- Notification to sub-contractors, if applicable
- DVBE Participation Program Compliance Options – Exhibit J
 - Std 840 Documentation of Disabled Veterans Business Enterprise Program Requirements
 - GSPD-05-105 Bidder Declaration
 - Std 843 DVBE Declaration
- Note: No dollar or value information in Draft Proposal
- Target Area Contract Preference – Exhibit K (optional)
- Local Agency Military Base Recovery Act (LAMBRA) Preference – Exhibit L (optional)
- Enterprise Zone Act – Exhibit M (optional)
- Small Business Certification Form – Exhibit N
 - Small Business approval letter from DGS (if applicable)
 - Complete subcontractor information (if applicable)
 - Commercially Useful Function Statement (if applicable)

8.2.2 Volume 2 – Completed and Signed Contract (STD. Form 213) – Exhibit A

8.2.3 Volume 3 – Response to Technical Requirements

- Past Performance Reference – Exhibit O
- Written Staffing Plan
- Staff Resume Format – Exhibit P
- Resource and Cost Plan, Exhibit S during Draft Proposal
- Team Skill Cross Reference - Table 3
- Tasks and Deliverables Approach

8.2.4 Volume 4 – Sealed Cost Data

- Resource and Cost Plan with Cost Data – Exhibit S during Final Proposal
- Cost Summary – Exhibit T
- Submit five (5) hardcopies (one marked as the Master) and one softcopy on CD, in Microsoft Office 2003 format, of fully Completed Proposed Contract Costs within separate sealed cover to the Procurement Official listed in Section 1.7, Procurement Division Official.

8.3 Proposal Response Cross Reference Checklist

The following table is for the purposes of Bidder verifying required and optional document contents for both the draft proposal and Final Proposal. The Bidder must enter the volume Page Number column to indicate the specific volume and page number in their response where each item can be found.

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Table 4. Proposal Response Cross Reference Checklist

Proposal Item #	Volume and Page Number	Content Requirement	Bidders Initials – Submitted
Vol. 1		Volume 1	
1		Cover letter, signed	
2		Financial Interest Disclosure, Exhibit D	
3		Table of Contents	
4		Proposal Response Cross Reference Checklist, Table 4	
5		Executive Summary	
6		Certification to do Business in the State of California	
7		Bidder responsibility as prime contractor	
8		Prior management of subcontractors	
9		Intent to use subcontractors	
10		Procedures for managing subcontractors	
11		Notice of Award to subcontractors	
12		Payee Data Record – Exhibit G	
13		Workers' Compensation Certification – Exhibit H	
14		Non-Discrimination Compliance Statement – Exhibit I	

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Proposal Item #	Volume and Page Number	Content Requirement	Bidders Initials – Submitted
15		Notice of Award to DVBE subcontractors (if applicable)	
15.1		DVBE Participation Program Compliance Options – Exhibit J (mandatory)	
16		Target Area Contract Preference – Exhibit K (if applicable)	
17		Local Agency Military Base Recovery (LAMBRA) Preference – Exhibit L (if applicable)	
18		Enterprise Zone Act– Exhibit M (if applicable)	
19		<ul style="list-style-type: none"> • Small Business Certification Form – Exhibit N • Small Business approval letter from DGS (if applicable) • Complete subcontractor information (if applicable) • Commercially Useful Function Statement (if applicable) 	
Vol. 2		Contract	
20		Std. 213 – Exhibit A	
Vol. 3		Technical Requirements	
21		Past Performance References – Exhibit O	
22		<ul style="list-style-type: none"> • Written Staffing Plan • Staff Resume Format – Exhibit P • Resource and Cost Plan – Exhibit S (Draft Proposal contains No dollars in Cost) 	
23		Team Skill Cross Reference – Table 3	
24		Tasks and Deliverables Approach	
Vol. 4		Sealed Cost Data	
25		<ul style="list-style-type: none"> • Resource and Cost Plan – Exhibit S (Final Proposal contains dollars in Cost) • Summary Cost Table – Exhibit T 	

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9 PROPOSAL EVALUATION

Proposals will be evaluated using a combination of Pass/Fail and numerically scored criteria. The table below is a summary of evaluation factors and each factor is described in detail on the following pages.

Table 5. Summary of RFP Scoring

Factor	Type of Scoring Used	Maximum Points
Administrative Requirements	Pass/Fail	N/A
Staff Experience <ul style="list-style-type: none">Mandatory ExperienceAdditional Experience	Numerical	Total: 120 <ul style="list-style-type: none">6060
Past Performance References	Numerical	90
Technical Requirements	Numerical	180
Cost	Numerical	390
Sub-Total		780
TACPA, EZA, LAMBRA Claims	Numerical	
DVBE Incentive	Numerical	
Small Business Preference	Numerical	
Total Points		

9.1 Administrative Requirements: Pass/Fail

All of the following conditions must be met to pass the Administrative Requirements scoring phase:

Table 6. Pass/Fail Administrative Requirements

Administrative Requirement	Score
➤ The bid package is received by the Procurement Division Official listed in RFP Section 1.7 prior to due date and time.	Pass/Fail
➤ The response contains a completed Proposal Response Checklist.	Pass/Fail
➤ The response contains responses to all Proposal Response Items as applicable.	Pass/Fail
➤ All costs are only included in the Sealed Cost Data Envelope for Final Proposal.	Pass/Fail

If any of the above items are not met, the bid may be deemed non-responsive and eliminated from further evaluation.

9.2 Staffing Experience (Key Personnel Roles): 120 Points

Contractor Staff proposed for Key Personnel Roles must comply, at a minimum, with the staffing experience identified in Section 6.9, Mandatory Staffing Requirements Detail. Minimum experience will be awarded 15 points for each role, with a minimum total of 60 points for all Key Personnel Roles. Additional points may be awarded for years of experience in excess of the minimum years of FTE, in accordance to Table 7 below. If Bidder is offering more than one person for a key personnel role, only the one proposed staff with the most experience will be used to compute the bidder's score. The Evaluation Team will review all resumes to verify that staff proposed on Table 3- Team Skill Cross Reference, meet the mandatory requirements.

Example: Technical Lead with minimum 3 years of experience FTE will be awarded 15, or Technical Lead with 4 to 5 years of experience FTE will awarded 20 points, or Technical Lead with 6 to 7 years of experience FTE will be awarded 25 points, or Technical Lead with 8 or more years of experience FTE will be awarded 30 points.

Bidders have the potential of being awarded a maximum of 30 points for each Key Personnel Role for a total maximum of 120 points. See sample of scoring for Key Personnel Requirements in Table 8 below.

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Table 7. Key Personnel Roles Requirements

Key Personnel Role	Mandatory 15 Points	20 Points	25 Points	30 Points
Senior Project Manager	7 years FTE	8 to 9 Years FTE	10 to 11 Years FTE	12 + Years FTE
Project Manager	5 Years FTE	6 to 7 Years FTE	8 to 9 Years FTE	10+ Years FTE
Technical Lead	3 Years FTE	4 to 5 Years FTE	6 to 7 Years FTE	8 + Years FTE
Fiscal/Administrative Analyst	4 Years FTE	5 to 6 Years FTE	7 to 8 Years FTE	9+ Years FTE

Table 8. Sample of point award for Key Personnel Roles Requirements

Key Personnel Role	Years FTE	Points Awarded
Senior Project Manager	8 to 9 Years FTE	20
Project Manager	10+ Years FTE	30
Technical Lead <ul style="list-style-type: none">• Staff 1• Staff 2	3 Years FTE 5 Years FTE	20
Fiscal/Administrative Analyst	4 Years FTE	15
Total Points Awarded:		85

9.3 Past Performance References: 90 Points

Bidders will be awarded points based on responses received from their Past Performance References. Section 6.2 fully describes Bidder's responsibilities for ensuring that Past Performance Reference customers comply with the steps for completing, signing and submitting Past Performance Reference forms.

Customers receiving Past Performance Reference forms will be asked to respond to twenty six (26) statements to evaluate the Bidder's performance during work completed for the customer reference. Each statement can be scored from one (1) to five (5) points. The points assigned to Past Performance References will be based on responses from the highest three (3) customer references. An accumulated raw score for General Performance, Project Management, and Business Relations will be computed to arrive at a total raw score (maximum of 390 points, 130 points per Past Performance Reference). Total raw scores will be factored by 0.2307692 for a maximum total of 90 points.

Example: A total raw score of 350 would factor to 80.769231 points ($350 \times .2307692 = 80.769231$), rounded at six decimal places, awarded for Past Performance. The Exhibit O, Past Performance Reference Form, has each evaluation statement.

9.4 Technical Requirements: 180 Points

According to 6.9.3, Tasks and Deliverables Approach, Bidder must include a description (narrative response) of the Bidder's approach in compliance with PMBOK and OSI Best Practices for completion of each task and deliverable contained in the SOW. Bidders shall organize their response by Task Groups.

The scoring guideline below will be utilized to score the narrative responses. The points are assigned by importance of the task/deliverable to the project for a total maximum of 180 points. The Evaluation Team will review the approach to each task/deliverable looking for demonstrated understanding of the entire task/deliverable, roles and responsibilities (independent or shared) for Contractor and State staff, methods and tools, expected activities and processes, the appropriate report format, and how the Bidder is best equipped to successfully complete each within schedule and budget.

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Table 9. Maximum Number of Points for Task Groups

Task Group	Maximum Points
Contractor Task Reporting and Management (Section 6.7.1)	
6.7.1.1 Detailed Work Plan and Detailed Work Plan Updates	15
6.7.1.2 Task Accomplishment Plan (TAP) and TAP Updates	10
6.7.1.3 Project Management Briefings and Presentations	15
6.7.1.4 Monthly Progress Reports	10
6.7.1.2 Final Report	10
Project Management Services (Section 6.7.2)	
6.7.2.1 Master Project Management Plan (MPP)	20
6.7.2.2 Project Management Activities and Task Report	20
6.7.2.3 System Architecture Support and Task Report	15
6.7.2.4 System Development Support and Task Report	15
6.7.2.5 Project Process Improvement and Task Report	15
6.7.2.6 Current Project Documents Review and Task Report	5
6.7.2.7 Oversight Organizations and Control Agencies Support and Task Report	15
6.7.2.8 Transition Out Support and Task Report	15

Table 10. Technical Requirement's Scoring Guideline

Score	Scoring Guideline
1 - Score: 0%	<ul style="list-style-type: none"> The narrative response fails to address the requirements as outlined in the Task.
2 - Score: 25% of maximum points	<ul style="list-style-type: none"> The narrative response minimally addresses the requirements, but one or more components/elements of the Task are not addressed, or so limited that it results in a low degree of confidence in the Bidder's response or proposed approach.
3 - Score: 50% of maximum points	<ul style="list-style-type: none"> The narrative response addresses the requirements, but one or more components/elements may not be addressed in the approach to the Task. Evaluators have an acceptable degree of confidence in the Bidder's response or proposed approach.
4 - Score: 75% of maximum points	<ul style="list-style-type: none"> The narrative response fully addresses the requirements and provides a good approach to the Task. Evaluators have a good degree of confidence in the Bidder's response or proposed approach.
5 - Score: 100% of maximum points	<ul style="list-style-type: none"> The narrative response exceeds the requirements in providing a superior approach to the Task. Evaluators have the highest degree of confidence in the Bidder's response or proposed approach.

9.5 Cost: 390 Points

Cost is fifty percent (50%) of the score applied to the evaluation of each bid. The bid with the lowest total cost will receive the maximum number of points (390). For all other bids, the bid amount is divided into the

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lowest bid amount to calculate a percentage. This percent is multiplied by the maximum costs points to calculate the points awarded.

Table 11. Cost Evaluation Methodology (example)

Bidder	Bid	Ratio of lowest Fixed Price to Bidder's Cost	Points Awarded
A	\$350,000	$350,000 / 350,000 = 100\%$	$390 \times 100\% = 390$
B	\$400,000	$350,000 / 400,000 = 87.5\%$	$390 \times 87.5\% = 341.25$
C	\$450,000	$350,000 / 450,000 = 77.8\%$	$390 \times 77.8\% = 303.4$

9.6 Preference Programs

Cost adjustments for preference claims (TACPA, EZA, LAMBRA and Small Business) and DVBE participation incentives will be performed during cost assessment.

Per Government Code, Section 14835, et seq., Bidders who qualify as a small business will be given a 5 percent preference for contract evaluation purposes only. The 5 percent preference is calculated on the total number of points awarded to the highest scoring non-small business that is responsible and responsive to the proposal requirements. If after applying the small business preference a small business has the highest score, no further preferences would be applied as the small business cannot be displaced from the highest score position by application of any other preference. The rules and regulations of this law, including the definition of a small business for the delivery of goods and services are contained in the California Code of Regulations, Title 2, Section 1896, et seq. and can be viewed online at www.pd.dgs.ca.gov/smbus.

In accordance with Section 999.5(a) of the Military and Veterans Code, an incentive will be given to bidders who provide Disabled Veteran Business Enterprise (DVBE) participation. For contract award evaluation purposes only, the State shall apply an incentive to proposals that include California certified DVBE participation. The maximum incentive for this procurement is 10 percent of the highest total earned administrative (non-technical) and cost points and is based on the amount of DVBE participation obtained, according to the table below.

Table 12. Confirmed DVBE Participation Incentive

Confirmed DVBE Participation of:	DVBE Incentive:
More than 3%	10%
3%	7%
2% or more but less than 3%	5%
1% or more but less than 2%	3%
Less than 1%	0%

The DVBE Incentive percentage is applied to administrative (non-technical) and cost points earned by the Bidder. For this RFP, the Staff Experience, Past Performance References and Technical Requirements are considered technical requirements as each measures the Bidder's technical ability to deliver the desired services. Since administrative requirements are scored only as Pass/Fail, the DVBE incentive percentage is applied only to the cost score points. The following illustrates the incentive points available based on the Bidder confirmed percent of DVBE participation, based on a maximum of 780 points (390 technical and 390 cost), and at least one (low cost) bidder earning the maximum of 390 cost points.

Example 1. Example DVBE Incentive Calculation

Confirmed DVBE Participation of:	DVBE Incentive:
More than 3%	$(10\% \text{ of } 390) = 39$
3%	$(7\% \text{ of } 390) = 27.3$
2% or more but less than 3%	$(5\% \text{ of } 390) = 19.5$
1% or more but less than 2%	$(3\% \text{ of } 390) = 11.7$
Less than 1%	0

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The example below illustrates how DVBE Incentives and Small Business Preferences will be applied. In the example, Bidder A initially has the most points (520 total technical and cost points). As the only small business, Bidder C earns the 5 percent small business preference, which is applied to the total score (accumulated technical, non-technical and cost points, prior to incentives and preferences) to yield the highest overall point total 526. In this example Bidder C would be awarded the contract, because a small business cannot be displaced by any other preference, even though applying DVBE Preferences to Bidder A would have given Bidder A a higher point total.

Example 2. Example Bidder Points with Incentives Applied – Small Business

Bidder	Meets Small Business Requirement?	Technical Requirement Points (W)	Cost Points (X)	Total Score before Incentives	Small Business Preference Points (H x 0.05)	Total Points w/ Small Bus = (W+X+H)	DVBE INCENTIVE % from Table IX-8 (Y)	DVBE incentive points (Z) = (X * Y)	Total Score
A	no	260	260	520	-	520	3%	11.7	531.7
B	no	250	250	500	-	500	10%	39	539
C	yes	200	300	500	26	526	0%	-	526

Where H = the highest Total Point score among the non-small business Bidders - in this case, 520 (Bidder A).

Example 3. Example Bidder Points with Incentives Applied - DVBE illustrates how DVBE incentives and Small Business Preferences would be applied in a slightly different scenario. In the example, Bidder A initially has the most points (520 total technical and cost points). As the only small business, Bidder C earns the 5% small business preference, which is applied to the total score (accumulated technical, non-technical and cost points, prior to incentives and preferences) but does not yield the highest overall point total. Bidders A and B earn DVBE preference points and Bidder B has the highest total points after applying the DVBE incentive of 10% (resulting from confirmed DVBE participation of more than 3%). In this example Bidder B would be awarded the contract.

Example 3. Example Bidder Points with Incentives Applied – DVBE

Bidder	Meets Small Business Requirement?	Technical Requirement Points (W)	Cost Points (X)	Total Score before Incentives	Small Business Preference Points (H x 0.05)	Total Points w/ Small Bus = (W+X+H)	DVBE INCENTIVE % from Table IX-8 (Y)	DVBE incentive points (Z) = (X * Y)	Total Score
A	no	220	300	520	-	520	3%	11.7	531.7
B	no	250	260	510	-	510	10%	39	549
C	yes	200	280	480	26	506	0%	-	506

Where H = the highest Total Point score among the non-small business Bidders - in this case, 520 (Bidder A).

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EXHIBIT A – STD 213

STATE OF CALIFORNIA
STANDARD AGREEMENT
STD. 213 (NEW 06/03)

FOR I.T. GOODS/SERVICES ONLY

	REGISTRATION NUMBER
PURCHASING AUTHORITY NUMBER	AGREEMENT NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below

STATE AGENCY'S NAME

Office of Systems Integration (hereafter called State)

CONTRACTOR'S NAME

2. The term of this
Agreement is:

3. The maximum amount
of this Agreement is: \$

4. The parties agree to comply with the terms and conditions of the following attachments which are by this reference made a part of the Agreement:

Attachment 1 –Statement of Work

Attachment 2– New System Project Management Support Services Contract Provisions



Attachment 3 – Information Technology Personal Services Special Provisions

<http://www.documents.dgs.ca.gov/pd/modellang/personalservicespecial012103.pdf>

Attachment 4 – Costs

RFP #4130-161 PMSS and Contractor's bid in response to RFP #4130-161 PMSS are hereby incorporated and made a part of this Agreement. In the event of a conflict the RFP shall prevail.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.)		
BY (Authorized Signature) 	DATE SIGNED	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS		
STATE OF CALIFORNIA		
AGENCY NAME Office of Systems Integration		
BY (Authorized Signature) 	DATE SIGNED	
PRINTED NAME AND TITLE OF PERSON SIGNING XXXXXXXXXXXXXXXXXXXXXXX, Director		
ADDRESS 2525 Natomas Park Drive, Sacramento, CA 95833		
<input type="checkbox"/> Exempt per		

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use of such Deliverables or Software by the State shall be prevented by injunction, the Contractor agrees to take back such Deliverables or Software and make every reasonable effort to assist the State in procuring substitute Deliverables or Software. If, in the sole opinion of the State, the return of such infringing Deliverables or Software makes the retention of other Deliverables or Software acquired from the Contractor under this Contract impractical, the State shall then have the option of terminating such Contracts, or applicable portions thereof, without penalty or termination charge. The Contractor agrees to take back such Deliverables or Software and refund any sums the State has paid Contractor less any reasonable amount for use or damage.

- d) The Contractor shall have no liability to the State under any provision of this clause with respect to any claim of patent, copyright or trade secret infringement which is based upon:
 - (i) The combination or utilization of Deliverables furnished hereunder with Equipment or devices not made or furnished by the Contractor; or,
 - (ii) The operation of Equipment furnished by the Contractor under the control of any Operating Software other than, or in addition to, the current version of Contractor-supplied Operating Software; or
 - (iii) The modification by the State of the Equipment furnished hereunder or of the Software; or
 - (iv) The combination or utilization of Software furnished hereunder with non-contractor supplied Software.
- e) Contractor certifies that it has appropriate systems and controls in place to ensure that State funds will not be used in the performance of this Contract for the acquisition, operation or maintenance of computer Software in violation of copyright laws.

- 40. EXAMINATION AND AUDIT:** Contractor agrees that the State, the federal government or their designated representatives shall have the right to review and copy any records and supporting Documentation pertaining to performance of this Contract. Contractor agrees to maintain such records in good and legible condition for possible audit during the term of the Contract and for a minimum of three (3) years after final payment or until conclusion of any pending matter, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees or others who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State and federal government to audit records and interview staff in any subcontract related to performance of this Contract.

Contractor also agrees to allow access by the U.S. Department of Health and Human Services (HHS) or the State to ensure compliance with 45 CFR §95.615, the terms of which require the State to allow access to the system in all of its aspects, including design developments, operation, and cost records of contractors and subcontractors at such intervals as are deemed necessary by the HHS to determine whether the conditions for approval are being met and to determine the efficiency, economy and effectiveness of the system.

41. DISPUTES:

- a) The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, Contractor shall submit to the Department Director or designee a written demand for a final decision regarding the disposition of any dispute between the parties arising under, related to or involving this Contract, unless the State, on its own initiative, has already rendered such a final decision. Contractor's written demand shall be fully supported by factual information, and if such demand involves a cost adjustment to the Contract, Contractor shall include with the demand a written statement signed by an authorized person indicating that the demand is made in good faith, that the supporting data are accurate and complete and that the amount requested accurately reflects the Contract adjustment for which Contractor believes the State is liable. If the Contractor is not satisfied with the decision of the Department Director or designee, the Contractor may appeal the decision to the Department of General Services, Deputy Director, Procurement Division. In the event that this Contract is for Information Technology Goods and/or services, the decision may be appealed to an Executive Committee of State and Contractor personnel.
- b) Pending the final resolution of any dispute arising under, related to or involving this Contract, Contractor agrees to diligently proceed with the performance of this Contract, including the delivery of Goods or providing of services in accordance with the State's instructions. Contractor's failure to diligently proceed in accordance with the State's instructions shall be considered a material breach of this Contract.
- c) Any final decision of the State shall be expressly identified as such, shall be in writing, and shall be signed by the Department Director or designee or Deputy Director, Procurement Division if an appeal was made. If the State fails to render a final decision within 90 days after receipt of Contractor's demand, it shall be deemed a final decision adverse to Contractor's contentions. The State's final decision shall be conclusive and binding regarding the dispute unless Contractor commences an action in a court of competent jurisdiction to contest such decision within 90 days following the date of the final decision or one (1) year following the accrual of the cause of action, whichever is later.

42. STOP WORK:

- a) The State may, at any time, by written Stop Work Order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this Contract for a period up to 90 days after the Stop Work Order is delivered to the Contractor, and for any further period to which the parties may agree. The Stop Work Order shall be specifically identified as such and shall indicate it is issued under this clause. Upon receipt of the Stop Work Order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the Stop Work Order during the period of work stoppage. Within a period of 90 days after a Stop Work Order is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the State shall either:
 - (i) Cancel the Stop Work Order; or

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EXHIBIT J – DVBE PARTICIPATION PROGRAM COMPLIANCE OPTIONS

STD 840

Review, complete and sign the Standard Form 840 (rev. 1/2005) at the following DGS website “Small Business and DVBE Services” by following the link provided directly below:

<http://www.documents.dgs.ca.gov/pd/dvbe/dvbereq.pdf>

GSPD-05-105

Review, complete and **submit** the Bidder Declaration form GSPD-05-105 (est. 8/2005) found at the following link:

<http://www.documents.dgs.ca.gov/pd/delegations/GSPD105.pdf>

STD 843

Review, complete and sign the Standard Form 843 (rev. 11/2005) at the following DGS website “Small Business and DVBE Services” by following the link provided directly below:

<http://www.documents.dgs.ca.gov/pd/poliproc/STD-843FillPrintFields.pdf>

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EXHIBIT O – PAST PERFORMANCE REFERENCE

Bidder Company Name: _____

Section 1. To be completed by the Bidder

A. Customer Company Name: _____			
Project Name: _____			
Project Cost:		\$ _____	
Bidder's Original Contract Value:		\$ _____	
Bidder's Adjusted Contract Value:		\$ _____	
Reason(s) for Adjustment to Contract Value: _____			

Contract Begin/End Dates: From: _____ To: _____			
If the original contract was extended beyond the planned end date, briefly describe the reason(s) for extensions. _____			

Contract Extension Dates: From: _____ To: _____			

B. Contractor Staff	Capacity or Role	From	To

C. Briefly describe the Customer Company project the Bidder managed. (expand as needed)

D. Briefly describe the services the Bidder provided under this Contract. (expand as needed)

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EXHIBIT P – STAFF RESUME FORMAT

Position for this SOW: _____

Staff Name: _____

Experience	
Job 1	
Contract Title:	Dates:
Contracting company/organization:	
Contract value:	\$
Contract goals/objectives:	
Target services:	
System size/complexity: (See Section 6.9)	
Individual involvement:	
Job Title:	Dates: / / to / /
Company/organization working for at the time:	
Responsibilities/services performed:	
KSA #: (from Table 3)	
Reference:	
Name:	
Phone Number:	
Job 2	
Contract Title:	Dates:
Contracting company/organization:	
Contract Value:	\$
Contract goals/objectives:	

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Target services:		
System size/complexity: (See Section 6.9)		
Individual involvement:		
Job Title:		Dates: / / to / /
Company/organization working for at the time:		
Responsibilities/services performed:		
KSA #: (from Table 3)		
Reference:		
Name:		
Phone Number:		
Job 3 (etc.)		
Individual Qualifications		
Certifications (if applicable)		
PMI/PMP	Member ID#:	
	Earned Date:	Expiration Date:
Other	Member ID#:	
	Earned Date:	Expiration Date:
Education		
Bachelors:	Subject area	Earned date
1.		
2.		
Masters:	Subject area	Earned date
1.		
2.		
Doctorate:	Subject area	Earned date
1.		
2.		

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EXHIBIT S – RESOURCE AND COST PLAN

Complete the Resource and Cost Plan per State fiscal year, listing proposed staff for all tasks. Expand rows if multiple staff will be assigned to one task. Expand other table attributes as needed to add additional fiscal years. Bidder may convert to an electronic spreadsheet.

Resource and Cost Plan										
Core Contract and each Optional Year				FY 2007-06		FY 2007-08		Etc.		
Task	Proposed Staff Name(s) and/or Subcontractor(s)	Role	Hourly Rate(s)	# of Hours	Cost	# of Hours	Cost	# of Hours	Cost	Total Cost
6.7.1.1										
6.7.1.2										
6.7.1.3										
6.7.1.4										
6.7.1.5										
Task/Deliverable 1.0 Subtotal										
6.7.2.1										
6.7.2.2										
6.7.2.3										
6.7.2.4										
6.7.2.5										
6.7.2.6										
6.7.2.7										
6.7.2.8										
Task/Deliverable 2.0 Subtotal										
Sub-Total of Task Groups 1 and 2										
6.7.3	Task/Deliverable 3.0 10% of Sub-Total of Task Groups 1 and 2									
TOTALS										

Plan Date: _____

Note: Cost for Un-anticipated Tasks shall be calculated at 10 percent (10%) of the sum of proposed costs for Task Groups 1 and 2.

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EXHIBIT T – COST SUMMARY

Enter the following line items from the Resource and Cost Plan (Exhibit S) for each State Fiscal Year (SFY):

Cost Items	SFY 2006-07	SFY 2007-08	SFY 2008-09	SFY 2009-10	SFY 2010-11	SFY 2011-12	TOTAL
Core Contract Term	\$	\$	\$	\$	NA	NA	\$
Optional 1 st Year Contract Term	NA	NA	NA	\$	\$	\$	\$
Optional 2 nd Year Contract Term	NA	NA	NA	NA	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$	\$	\$